

# **PROGRAM COORDINATOR**

**SALARY:** \$ 12.00/Hour

**HOURS:** Up to 40 hours a week

**DAYS:** Sunday- Saturday

**REPORTING TO:** Park and Recreation Program Director/Planner and the Youth Coordinator.

**TRANSPORTATION:** A reliable car is necessary. Coordinators will be asked to travel for work related purposes. Failure to have a vehicle 3 days over the summer will result in termination and ineligibility for rehire.

**TRAVEL EXPENSES:** Yes. Employees will be reimbursed for mileage.

**QUALIFICATIONS:** Must be mature, possess a positive attitude, and a willingness to lead by example. Previous experience in school/recreation related field is required.

**DUTIES:** To develop, create, and implement the Program.  
To work with all Tiny Tot Programs, Youth Adventure Programs, Specialty Programs, Arts & Crafts, etc. on a daily basis.

## **RESPONSIBILITIES:**

1. To establish with the Park and Recreation Planner the philosophy/objectives of the various programs.
2. To recommend for hiring staff that will be needed for the programs.
3. To help develop and implement all training sessions needed for the programs.
4. To develop a Supplies List Policy and make sure all materials needed for the various programs are available.
5. To implement a program clean-up policy/procedure at the areas that will be used on a daily basis.
6. To make sure all participants have been properly registered for the various programs.
7. To maintain payroll and distribute checks.
8. To help establish and implement rules and regulations for all programs.
9. To schedule staff appropriately for daily programming.
10. To carry out Departmental Policies.
11. To oversee the daily operations of all programs.
12. To plan weekly activities.
13. To provide all supplies for the weekly activities.
14. To provide a weekly written recap of program highlights to be given to the Recreation Program Director.
15. To interact with other program staff when appropriate, and maintain and open dialogue about the programs.
16. To conduct two staff and one program evaluation.
17. To be the liaison between office/staff/parents for the various programs.
18. To keep a step-by-step book containing information dealing with the various programs.
19. This book is to be turned into the Park and Recreation Program Director at the end of the program.
20. To meet with the Park and Recreation Program Director daily.
21. To handle all program related situations as they might occur.
22. To work special events such as Folk Festival, National Night Out, and any others as assigned by the Program Director/Planner.
23. To arrive to work on time and in uniform.
24. To have a reliable car on a daily basis and be able to travel for work related duties.
25. To perform all other duties as needed.
26. Interact with parents, children, staff, and other employees in a professional and respectful manner.